

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

AMENDED

(CANDIDATES WHO PREVIOUSLY APPLIED MUST REAPPLY TO BE CONSIDERED)

POSTING NUMBER: HR-0066

ISSUE DATE: October 10, 2012

CLOSING DATE: October 24, 2012

TITLE: Secretarial Assistant 2 (Non- Stenographic)

DIVISION/UNIT: Office of the Assistant Commissioner

LOCATION: 101 South Broad Street, Trenton

POSITION(S): 1 **SALARY RANGE:** A17 - \$41,933.69 - \$59,090.30

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

As secretary in the Office of the Assistant Commissioner, will provide all administrative and clerical support services including, but not limited to preparation of confidential correspondence, calendar coordination and scheduling, review and distribution of incoming mail, screening and directing telephone calls and greeting visitors, performs other related duties as required. Proficiency in the Microsoft Office Suite and ability to multi task in a fast paced environment is preferred.

REQUIREMENTS

Experience

Four (4) years of experience in secretarial and administrative clerical work. **NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

License/Certifications/Transcripts:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ___ A promotable eligible exist within the unit scope.
 - ___ A promotional or open competitive list exists.
 - ___ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0066
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.